

Interns Only – City Attorney’s Office

The City of Arlington is offering an internship opportunity in the City Attorney’s Office. This department works with others citywide to coordinate and accomplish organization-wide initiatives. This department also defends the City of Arlington and its employees in litigation and employment actions and provides general counsel to city departments, city management and the City Council.

Qualifications:

- Willingness to work on a flexible schedule
- Computer experience (Outlook, Word, Excel)
- Well-developed organizational skills with attention to detail
- A self-starter with a strong desire to learn
- Must enjoy working as a team member
- Excellent communication skills- written, verbal and phone
- Self-directed, enthusiastic, and creative
- Positive attitude and flexible
- Customer-service and relationship-building focus

Responsibilities:

- Assist with planning and project implementation of special projects for the City Attorney’s Office
- Answer phones and appropriately forward calls and address citizen concerns
- Assist with preparing and redacting documents for production for legal purposes
- Assist with organizing, maintaining, closing and reducing files within the City Attorney’s Office
- Research, analyze and prepare information and reports
- Perform other duties as assigned

This internship will be minimum 20 hours per week and is unpaid. The City of Arlington is an Equal Opportunity Employer.

Contact:

David Barber, Assistant City Attorney

David.Barber@arlingtontx.gov or 817-459-6878

How to Apply:

Submit an email with one PDF attachment of the following documents:

1. Resume including work experience, school/extracurricular activities and honors. Names and telephone numbers of three professional references.
2. Undergraduate transcripts (unofficial, scanned copies accepted)
3. Response to the following two questions. (Responses should be no more than one page per question)
 1. How will this internship assist you with advancing your career goals?
 2. Describe the most complex analysis that you have completed either in a past internship, job or school assignment. Please specify where you completed the analysis, why it was done, what the outcome of the analysis was and any analytical tools used to complete the project.